

## Frequently Asked Questions about Booster Shot Leave

*Last updated June 13, 2022. These FAQs will be updated as implementation of the program continues.*

### **Who is eligible to receive up to eight hours of supplemental paid leave through the new Booster Shot Leave incentive?**

Employees of Cabinet agencies who provide documentation of receiving their first booster shot on or before August 31, 2022, are eligible to receive the leave. This includes employees who received their booster shot before the Executive Order was issued on May 4, 2022, as well as employees who receive a booster shot after that date.

The Executive Order applies to all Cabinet agencies. Other state agencies may voluntarily adopt the Order's measures by submitting notification to the NC Office of State Human Resources.

Permanent, probationary or time-limited employees are eligible for up to eight hours of supplemental leave. Part-time workers will receive a prorated amount based on their number of hours compared to a full-time schedule. Temporary employees, interns and contractors are not eligible.

### **Am I required to get a booster shot?**

Booster shots are highly recommended by health care experts. People who are vaccinated and boosted against COVID-19 are less likely to become severely ill and die from COVID-19. Booster shots protect the health of state employees, their family and friends, and visitors and residents of state facilities. Getting a booster shot is not required, but you cannot get the supplemental leave without getting a booster shot.

### **I plan to get my booster shot, but not right away. Is there a deadline by which I must do so to be eligible for Booster Shot Leave?**

To be eligible, you must submit documentation of receiving your first booster shot by August 31, 2022. Health experts recommend that people get booster shots as soon as they are eligible.

### **I got a booster shot. Can I use this supplemental leave right away?**

It's going to take a few weeks for agencies to implement this new leave program. At most agencies, Booster Shot Leave will become available for use by early June. When the leave is ready to use, your Agency Human Resources Office will provide the details about how to use it. In the meantime, you can provide vaccination documentation so that you can be ready for the program when it is announced.

### **How do I enter supervisor-approved use of COVID Booster Incentive Leave on my timesheet?**

Employees using the Integrated HR/Payroll System, also known as BEACON, should use time code OMAL-Medical (#9534) to enter the eight hours of leave available to eligible state employees.

Employees who record time in another system should follow the guidance of their Agency Human Resources Office.

**Can I use this supplemental leave just like other forms of leave?**

Eligible employees should request use of this leave like any other leave, providing adequate notice to their supervisor and with the understanding that supervisor approval will consider agency business needs.

**To whom should I provide my documentation of having received a first booster shot?**

Your Agency Human Resources Office will be in touch shortly to provide the details about who is the designated person to accept your vaccination documentation and what your agency process is for submission. Most agencies will use the same process they have been using for the vaccination-or-testing policy, such as COVIDSafeNC.

**How long do I have to use this leave? Does this leave have cash value?**

Booster Shot Leave must be used by March 31, 2023. The supplemental leave has no cash value and cannot be converted into retirement credit. If you leave an agency or transfer between agencies, the supplemental leave will expire.

**I recently received a second booster shot. Am I eligible for additional hours of paid leave?**

At this time, leave is available to employees for their first booster shot only.

**What happens if someone submits fraudulent proof of a first booster shot?**

Submission of fraudulent documentation is a violation of human resources policy and may result in disciplinary action.

**If I opt to not get vaccinated, do I still need to submit weekly proof of testing for COVID-19?**

Effective Monday, May 9, weekly testing will be paused for most unvaccinated state agency employees. However, testing may continue for certain correctional and health care employees. If you are unsure if you should continue testing, please contact your Agency Human Resources Office. Unvaccinated employees who are required to test weekly should continue to comply with the terms of OSHR's Policy on Face Coverings and on Vaccination-or-Testing, available here: <https://oshr.nc.gov/vaccination-or-testing-policy>.

Weekly testing for unvaccinated agency employees may resume in the event of changes to COVID-19 conditions, including in the event of an increase in case rates or the emergence of new variants. State employees will be provided notice if the testing program resumes.